



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Election Services

Sub-Section:

TITLE: Amendments and Referendum Petitions

CUTOFF:

DESCRIPTION: Contains all related correspondence (sample of each petition to be sent to Archives for permanent retention)

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1085

SERIES STATUS: Approved

APPROVAL DATE: 9/15/1998

TITLE: Annual Statements (listing of fees and salaries of county officials)

CUTOFF:

DESCRIPTION: Annual Statements (listing of fees and salaries of county officials)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1089

SERIES STATUS: Approved

APPROVAL DATE: 9/15/1998

TITLE: Certification of Nomination

CUTOFF:EOCY

DESCRIPTION: Certification of Nomination

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1077

SERIES STATUS: Approved

APPROVAL DATE: 9/15/1998



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Election Services

Sub-Section:

TITLE: Declaration of Candidacy File

CUTOFF:EOCY

DESCRIPTION: Declaration of Candidacy File

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1076

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: Election Abstracts/Official Ballot

CUTOFF:EOCY

DESCRIPTION: Returns from General, Primary, and Special Elections, includes Certification of Ballots and Precinct Recount Certifications

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1080

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: Federal Felony conviction reports received from court regarding the National Voter Registration Act

CUTOFF:

DESCRIPTION: Federal Felony conviction reports received from court regarding the National Voter Registration Act

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1091

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Election Services

Sub-Section:

TITLE: General Election Information

CUTOFF:EOCY

DESCRIPTION: Contains reference material, sample notice of elections, ballot abstracts, ballot titles, proof of certification of candidates and related correspondence pertaining to the general election

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1081

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: Laws of Missouri (enrolled copy)

CUTOFF:EOCY

DESCRIPTION: Laws of Missouri (enrolled copy)

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1087

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: National Voter Registration Act (monthly survey from Local Election Authority)

CUTOFF:

DESCRIPTION: National Voter Registration Act (monthly survey from Local Election Authority)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1092

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Election Services

Sub-Section:

TITLE: Nomination and Certificate of Presidential Electors

CUTOFF:EOCY

DESCRIPTION: Nomination and Certificate of Presidential Electors

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1079

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: Petition Election Information

CUTOFF:EOCY

DESCRIPTION: Contains reference material, sample notice of elections, ballot abstracts, ballot titles, proof of certification of candidates and related correspondence pertaining to the petition election

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1084

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: Political Party Platforms and Emblem Certifications

CUTOFF:EOCY

DESCRIPTION: Political Party Platforms and Emblem Certifications

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1078

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Election Services

Sub-Section:

TITLE: Primary Election Information

CUTOFF:EOCY

DESCRIPTION: Contains reference material, sample notice of elections, ballot abstracts, ballot titles, proof of certification of candidates and related correspondence pertaining to the primary election

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1082

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: Redistricting Maps and Files

CUTOFF:EOCY

DESCRIPTION: Redistricting Maps and Files

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1086

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: Revenue Transmittals

CUTOFF:

DESCRIPTION: Revenue Transmittals

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1090

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998



Agency Records Disposition Schedule

Department: Office of the Secretary of State

Section:

Division: Election Services

Sub-Section:

TITLE: Senate and House Roll Calls (sent to State Archives after sessions are adjourned)

CUTOFF: EOCY

DESCRIPTION: Senate and House Roll Calls (sent to State Archives after sessions are adjourned)

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1088

SERIES STATUS: Approved

APPROVAL DATE: 9/15/1998

TITLE: Special Election Information

CUTOFF: EOCY

DESCRIPTION: Contains reference material, sample notice of elections, ballot abstracts, ballot titles, proof of certification of candidates and related correspondence pertaining to the special election

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 1083

SERIES STATUS: Approved

APPROVAL DATE: 9/15/1998
